

## **THE UNIVERSITY OF WYOMING JOB DESCRIPTION**

This is a description of a staff position at the University of Wyoming not a job opening announcement. Look for current job openings at the following link: [UW Human Resources](#).

*The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.*

**Title: COORDINATOR, COLLEGE AFFAIRS**

**Reports To:** Designated Supervisor

**UW Job Code:** 3796

**UW Job Family:** 35 – Student Service Management Support

**SOC Code:** 43-6011

**FLSA:** Exempt

**Pay Grade:** 22

**Date:** 6-1-99 (revised 7-1-02; 10-28-02; 10-7-03; 7-1-04; 7-1-08; 7-21-11)

**JOB PURPOSE:**

Provide administrative support to the Dean of a College; assist with directing the operational, financial, personnel and planning functions of a designated College.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Assist the Dean by researching complex problems, inquiries and situations and recommending alternative solutions; prepare detailed reports and documentation; serve as mediator or liaison with other University departments, external individuals and groups.
- Serve as primary resource person for the Dean and/or College in interpreting University and College policies and procedures.
- Assist the Dean with special projects, including researching, editing, planning, presenting results and providing project leadership.
- Provide leadership in marketing and promoting the College programs in a variety of venues. Perform event planning, attend college events as required. Assist the Dean with directing the operational, financial, personnel and planning functions of a designated College.
- Assist the Dean with strategic planning for the College; assist in the development of policy for the College; prepare related documentation as appropriate.
- Participate as a member of the Dean's Cabinet; serve on University or external committees as a spokesperson for the Dean and/or College.
- Liaison with College's business office on various policies and procedures.

**SUPPLEMENTAL FUNCTIONS:**

- May make recommendations for current expenditures and ongoing budget planning for the College; may solicit and manage funds for research or related agreements.

- May act as liaison to College development officers, donors, and/or University Foundation and perform stewardship activities as required. Maintain an excellent relationship with outside dignitaries and donors.

**COMPETENCIES:**

- Strategic Planning
- Individual Leadership
- Quantity of Work
- Formal Presentation Skills
- Quality Orientation
- Sensitivity

**MINIMUM QUALIFICATIONS:**

Education: **Bachelor's degree**

Experience: **2 years work-related experience**

Required licensure, certification, registration or other requirements: **None**

**KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge of:

- Communications methods and techniques.
- Office management principles and practices.
- Finance, accounting, budgeting, and cost control procedures.
- Supplies, equipment, and/or services ordering and inventory control.
- Html, web page creation, and website maintenance.
- Organizational structure, workflow, and operating procedures.
- University rules, procedures, budget management and planning.
- Commencement ceremony procedures, facilities, and equipment requirements.
- Accounting procedures involving procurement, travel, and/or employment.
- Project management principles, practices, techniques, and tools.
- Human resources concepts, practices, policies, and procedures.
- Structure, policies, and procedures of university faculty and/or staff governing bodies.
- Computerized information systems used in financial and/or accounting applications.
- Laws, regulations, methods, and techniques in the area of specialty.
- Current and emerging trends in technologies, techniques, issues, and approaches.
- Development and implementation of symposia, conferences and meetings including speaker selection, marketing, and follow-up assessments.

Skills and Abilities to:

- Strong interpersonal skills and the ability to work effectively with a wide range of constituencies in a diverse community.
- Create, compose, and edit basic, routine and complex written materials.
- Communicate effectively both orally and in writing with a wide range of individuals and constituencies.
- Maintain effective supervisory relationships.
- Supervise and train assigned staff including organizing, prioritizing, and scheduling work assignments.
- Investigate, analyze information, draw conclusions, and make recommendations based on data or findings.
- Analyze and solve conflicts and problems.
- Develop and maintain recordkeeping systems and procedures.
- Develop and maintain websites.
- Maintain calendars and schedule appointments.
- Use a personal computer and associated software in use in the department or area.
- Coordinate symposia, conferences and meetings, select speakers, market events and conduct follow-up assessments.
- Design and conduct symposia, conferences and meetings, market events and conduct follow-up assessments.
- Work as a team member and foster a cooperative work environment.

**WORKING CONDITIONS:**

No major sources of discomfort, standard office environment.

Authorized by Classification/Compensation, Human Resources

Employees may be requested to perform job-related tasks other than those specifically presented in this description. Participating in the University's hazardous waste minimization program is part of the job of each employee who uses (or may come in contact with) hazardous materials. Fair Labor Standards Act (exempt/non-exempt) is designated by position. University of Wyoming actively supports Americans with Disabilities Act and will consider reasonable accommodations.